

Teleconference Meeting began at 1pm EST, 20 June 2000

Actions from the 17 May meeting were discussed.

- Lee Baseman stated that tickler flyers were mailed, but they needed to be posted in the OSD Web.
- ACTION: Contact POC for the Web (Van Kinney)
- Agreed to limit access to the IPMC 2000 web page. User: Tyson, Password: 2000. This action should be complete by the week of 26 June.

Discussed points:

- Discussed project plan and when tasks needed to be complete for Conference schedule:
 - Registration flyer will be sent out August 15
 - Use format from last year, with edits.
 - Therefore, we need content by Mid July. Content includes:
 - Track Abstract
 - Overview of Agenda
 - Identification of Keynotes
 - Blocks of Time for workshops (schedule summary)
 - Training program details from Will Gran to include title and presenter.
 - We need abstracts, bio, and presenters for all others (besides Training) by 15 August.
 - For the Training Program, we need the following by 15 September
 - Camera ready Presentation
 - Title
 - Abstract
 - Name of Presenter
 - These actions need to be completed such that the Conference Notebook can be put together and sent to the printers by 15 October.
 - Track abstracts, titles, day by day schedule summary by 1 September
- Track Coordinators
 - Need commitment from Fred Menzer and Dave Graham
- Linda Apodaca: Track Exhibitor coordinator, POC
- Anita Cukr (vice graham or manzer)? Track coordinator and possible co-chair for 2001 Conference.
- Discussion to have a panel to deliver a message on EV and the Government and Joint services. John Pakiz to assist.
- CDs to be distributed after the conference.
- Need to select presenters, number of presentations and number of speakers
- We discussed different alternatives to set up rooms for workshops/presentations: Rent electronic equipment vs. buying vs. Hotel arrangements. Either way to share the cost between the participants.
 - ACTION: Lee Baseman to determine cost alternatives.
- Discussions on format for individual presentations, workshops, length, schedule.
 - Training to begin on Sunday
 - Make sure that scheduled training does not conflict with general session
 - Schedule 10:30, 1:30 and 3:30 Tuesday and Wednesday. To decide if 10:30 for Monday.
- To contact? Blaise Durante as possible speaker. Delivered speech for Acquisition Reform
- Key Notes: Pursue pay speakers -motivational.
- Provide a Track Coordinator's list with telephone # and e-mail addresses

Attendees

Buddy Everage

Judy Varljen

Bill Gibson

John Singley

Barry Schuler
Eleanor Haupt
Ruth Franklin
John Pakiz
Dirk Cruver
Linda Apodaca
Lee Baseman
Wilma Uribe